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4 November 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : 1965 Christmas Program

1. The Executive Director has gone over the attached and believes the program as outlined is generally OK.
2. He does believe, however, that religious services in the auditorium should be held. Even though relatively few employees attended the services last year, the Executive Director thinks there might well be criticisms or questions raised by the cancellation of services this year.
3. He also concurs with the suggestion that the Fine Arts Commission be asked for an endorsement of decoration schemes, etc., and he suggests that be brought into the planning.
4. It might be worthwhile to pass up a note on about the 20th of December which the Executive Director could use to describe the program at a Morning Meeting.

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/s/ HK
H. Knoche

Attachment

Distribution:

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ADMINISTRATIVE

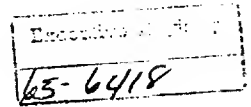
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28 OCT 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : 1965 Christmas Program



1. This memorandum submits recommendations for your approval. Such recommendations are contained in paragraph 8.

2. It is time to begin planning for the Agency's 1965 Christmas observance. As I think you will recall, General Carter, as DDCI, gave greater emphasis to the scope of this observance than had perhaps been given by his predecessors with the result that our official Christmas program in 1964 included:

a. Decoration of 20 trees in conspicuous locations throughout Agency buildings;

b. A large "greeting card" display in the Headquarters Building Courtyard;

c. Artificial poinsettias in the Auditorium (for the religious services noted below);

d. Religious services in the Headquarters Auditorium on 23 December (attended by 163 Protestants and 153 Catholics);

e. Two concerts by the Agency Chorale plus a performance for USIB and carolling in the corridors on 24 December.

The cost of the 1964 Christmas program was \$450.18, authorized by the DD/S for expenditure from the "Club Fund."

3. In addition to the official observance, of course, individual offices were permitted to decorate, to hold parties, and to engage in other activities of the season within the framework of Agency policies governing employee activities.

4. In view of the Headquarters interior decoration program which is substantially completed, we doubt that the 1965 decoration program should be as broad as 1964's. Specifically, we suggest that "official decorations" be limited to a tree in the lobby and wreaths on the windows surrounding the courtyard or other modest decorations as might be recommended by the Fine Arts Committee. Similarly modest decorations might be proposed by the Fine Arts Committee for other Agency buildings in the metropolitan area. We feel sure that the components concerned, and appropriate employee groups under the Employees Activity Association, would cooperate in whatever plans the Fine Arts Committee might propose.

5. Regarding religious services, we believe that the meager participation in 1964 suggests that Agency employees generally participate in such observances in the churches of their choice. We recommend that there be no Agency-sponsored program in 1965.

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6. Regarding participation by the Chorale, it is suggested that they be invited to offer a program of Christmas concerts during the week of 20 December including appearances at the Headquarters auditorium and cafeteria and NPIC. In addition, if the Chorale wishes to continue its tradition of carolling in the Headquarters corridors, they should be encouraged to do so.

7. Office parties and office decorations should, we believe, be left to individual initiative within the framework of pertinent regulations and policies.

8. It is recommended that:

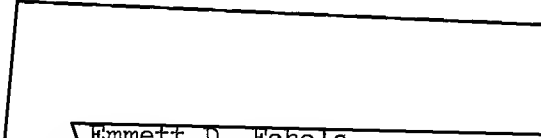
a. The Agency's official decorations for the 1965 season be limited to modest decorations in each installation in the metropolitan area and in keeping with the guidance of the Fine Arts Committee;

b. No Agency-sponsored religious services be held;

c. The Chorale be invited to program a series of concerts, including carolling in Headquarters Building;

d. Individual offices be permitted to plan their own decorations, parties, etc. within the restrictions of applicable regulations and policies.

9. Since the present top management of the Agency has not had an opportunity to express its views on the scope of the Agency's official Christmas program, you may wish to discuss this matter at one of the Director's morning meetings.


Emmett D. Echols
Director of Personnel

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The recommendations in paragraph 8 are approved.

Deputy Director for Support

Date

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